



“I am asking for your help to keep our public drinking water systems in South Dakota safe from terrorism. After the tragic events of September 11, 2001, it is important that we not become complacent about the level of security provided at public drinking water systems. Therefore, I am asking you to look at the vulnerabilities of your drinking water systems and to take steps to improve your security.”

- Governor Bill Janklow

The following is a checklist of security measures that should be implemented by all water and wastewater systems in South Dakota. This checklist will assist city officials and utility operators in developing a security system that addresses possible system vulnerabilities to terrorist attacks.

### **Physical Facilities**

The following steps should be implemented:

- ❑ A fence or wall should surround the facility and key components (ie. lift stations).
- ❑ All access gates should be kept locked.
- ❑ All doors and windows should be kept locked.

- ❑ All utility vehicles should be kept locked and keys should be kept in a secure location.
- ❑ Alarms should be installed in buildings and critical structures to detect intrusion.
- ❑ Security lighting should be installed and working.
- ❑ A backup power supply should be available.
- ❑ Access to sewers in the vicinity of government buildings, financial districts, and hospitals should be restricted.
- ❑ Close-up visual inspections of critical structures should be made routinely.
- ❑ Ensure that all valves work and that their locations are known.
- ❑ Records of all activities relating to visitation, security checks, operation, and maintenance should be kept.
- ❑ Access to chemicals should be restricted.
- ❑ All chemicals should be accounted for.
- ❑ All delivery vehicles should be inspected.
- ❑ A distinct delivery area for receiving and screening packages prior to distribution within the facility should be designated.
- ❑ All visitors should be supervised.
- ❑ A public announcement system should be available within the facility to notify employees should a terrorist or emergency incident occur.

### **Administrative**

The following administrative changes should be implemented:

- ❑ Emergency procedures should be established.
- ❑ Emergency numbers should be kept current and posted.
- ❑ A chain of command and emergency call down list should be established.
- ❑ An up-to-date list of all employees and their emergency contact information should be compiled.
- ❑ Background checks should be performed for all potential employees.
- ❑ Periodic criminal checks should be performed for existing employees.
- ❑ Employees should be trained to detect symptoms of a chemical or biological attack.
- ❑ Employees should be trained to properly respond to a threat that may be received in person, telephone, email, U.S. mail, or other delivery mechanism.
- ❑ Employees should be aware of procedures to follow in case an incident occurs.
- ❑ Employees should be trained in first aid.
- ❑ First aid kits should be made available to employees.
- ❑ Employees should be aware of procedures for evacuation of building(s).
- ❑ A person should be designated as the point of contact for the media in case of an incident.
- ❑ “As-built” drawings should be up-to-date and easily accessible for use during an incident.
- ❑ Customers should be made aware of types of activities to report (and who to

call) if they witness something unusual pertaining to a utility vehicle, employee, or the treatment facility.

- ❑ City utilities should establish contact and management plans with the area HazMat team, fire/rescue department, and local law enforcement agency.

#### **Emergency Contact Numbers**

- ❑ Department of Environment and Natural Resources  
1-800-GET-DENR
- ❑ FBI (to report an act of terrorism)  
1-612-376-3200
- ❑ Bioterrorism Hotline (to report an unusual illness or unexplained death)  
1-800-592-1861 or  
1-605-773-3536
- ❑ Hazardous Material Teams:
  - ❑ Rapid City
  - ❑ Aberdeen
  - ❑ Sioux Falls
- ❑ Chemtrec (a 24-hour emergency response communication service)  
1-800-424-9300
- ❑ Chem-Tel, Inc. (a 24-hour emergency response communication service)  
1-800-255-3924
- ❑ Infotrac (a 24-hour emergency response communication service)  
1-800-535-5053
- ❑ 3E Company ( a 24-hour emergency response communication service)  
1-800-451-8346

### **Homeland Security in South Dakota**

For questions and information on responding to terrorism in South Dakota, please contact:

**1-866-HOM-LAND**

or visit online at:

<http://www.state.sd.us/homeland/>

**For more information, please call  
the Surface Water Quality  
Program at (605) 773-3351.**

## ***Providing Security for Water and Wastewater Infrastructure in South Dakota....***

